



**JOB TITLE:** Bartender

**SCHEDULE:** Part time

**REPORTS TO:** Bar Manager

**START DATE:** HIRING NOW (ASAP)

### **ABOUT THE GUILD THEATRE:**

The Guild Theatre is a brand-new and beautiful not-for-profit music and event performance space bringing live music, entertainment, and a nightclub vibe to the Menlo Park Peninsula region. The venue holds 500+ patrons and hosts a wide range of entertainment, including rock, blues, jazz, electronica, '80s, nostalgia, and many other sorts of live music, plus occasional films and special events programming.

### **WHAT WE'RE SEARCHING FOR:**

We're searching for candidates eager to jump on board and be some of the first employees of The Guild Theatre. Our future employees will have a passion for live music, understanding of customer service, and have a team-oriented mindset. Most importantly, we want bartenders who can make drinks fast and properly, and smile and be personable with our customers (receiving tips accordingly.)

Our **Bartenders** will be personable and bring a knowledge of wine, beer, and spirits with them to the job. They will serve alcoholic and non-alcoholic beverages to guests in a timely manner and engage customers when appropriate. Compensation will be hourly plus tips, and bartenders will receive cash tips nightly. Most shifts are from 6pm – 11:30pm or so. Listening to live music while working is a bonus.

To ensure success in this role, the ideal candidate should demonstrate dedicated customer service skills, along with active listening and communication skills, excellent personal presentation, politeness, and tact, all while functioning in a fast-paced environment.

### **RESPONSIBILITIES OF OUR BARTENDERS:**

- Take drink orders, prepare drinks, and collect payments
- Pour with a steady hand, consistently, not "light" and not "heavy"
- Ensure customers are of legal drinking age, every time, 100%
- Quickly prepare drinks when bars are busy, or entertain curious customers when not pressed for time
- Prepare fruit and other garnishes ahead of the opening of the bar area
- Keep the bar clean, stocked, and organized
- Maintain attractive displays of bottles and products
- Use proper judgment to refuse service to patrons who are visibly intoxicated
- Perform a nightly "quick inventory" of supplies
- Other duties as assigned

**OUR IDEAL CANDIDATE MUST HAVE:**

- A minimum of one year bartending in a high-volume establishment
- Extensive knowledge of alcoholic and non-alcoholic bar products, and drink preparation
- Excellent interpersonal skills
- Ability to learn cash register POS software used at The Guild Theatre (Appetize)
- Calm, polite, and professional mannerisms with a team player attitude
- Wine knowledge is a plus
- Drinking is not allowed while working (responsible drinking is allowed after shifts).

**OUR IDEAL CANDIDATE SHOULD BE ABLE TO:**

- Stand for prolonged periods of time while making drinks
- Complete orders quickly and accurately
- Lift up to 30 pounds
- Function well in loud environments
- Must be of legal drinking age or older – no exceptions

**HOW TO APPLY:**

If you're interested in a position with us, please email your resume with a note describing which role you're applying for (BARTENDER), and why you are qualified for the position, to us at [jobs@guildtheatre.com](mailto:jobs@guildtheatre.com) or mail to:

Guild Theatre Business Office  
611 Menlo Avenue  
Menlo Park, CA 94025

*Please do not contact us via social media for jobs. Due to the anticipated volume of responses, only qualified candidates will be contacted.*

**EQUAL OPPORTUNITY:**

The Guild Theatre is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, gender identity, genetic information or characteristics, physical or mental disability, marital/domestic partner status, age, military/veteran status, medical condition, or any other characteristic protected by law.

The Guild Theatre is committed to ensuring that our hiring process is accessible for persons with disabilities. If you have a disability or limitation, such as those covered by the Americans with Disabilities Act, that requires accommodations to assist you in the search and application process, please email us at [jobs@guildtheatre.com](mailto:jobs@guildtheatre.com).